



CITY OF HOUSTON

Job Posting

Applications accepted

ALL PERSONS INTERESTED

Job Classification

TRAINER

Posting Number

PN# 109704

Department

Health & Human Services Department

Division

Administrative Services

Section

HR/Payroll

Reporting Location

8000 N. Stadium Drive, 7th Floor

Workdays & Hours

M - F, 8 a.m. - 5 p.m.*

*Subject to change

DESCRIPTION OF DUTIES

Prepares and conducts training courses for City/department employees.

CORE FUNCTIONS

- Conducts general or specialized training sessions as assigned.
- Develops required training materials to support assigned courses.
- Recommends changes to testing and evaluation procedures, training manuals and other instructional materials.
- May develop teaching aids such as handbooks, demonstration equipment, multimedia visual aids and reference materials.
- May assist in the orientation of new trainers.

WORKING CONDITIONS

The position is physically comfortable; the individual has discretion about walking, standing, etc.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Psychology, Education, Personnel Management or a related field.

MINIMUM EXPERIENCE REQUIREMENTS

One (1) year of professional personnel experience-involving training in a formal classroom setting and/or the development of curriculum and lesson plans for adult learners is required. Pertinent training experience on a professional level may be substituted for the above educational requirement on a year-for-year basis.

MINIMUM LICENSE REQUIREMENTS

A valid Texas Driver License and compliance with City of Houston policy on driving (AP2-2).

PREFERENCES

- Development of curriculum and lesson plans.
- Analytical abilities in applying guidelines, policies, and procedures.
- SAP Experience.

SELECTION/SKILLS TESTS REQUIRED

None

SAFETY IMPACT POSITION

☐ Yes ☒ No

This position is not subject to random drug testing however if candidate is promoted into this position, he/she must pass an assigned drug test.

SALARY INFORMATION

GRANT FUNDED POSITION

This position is dependent upon continued available fund. If funding is no longer available, employee may be laid off or transferred. Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is:

Salary Range - Pay Grade 17

\$992 - \$1,817 Biweekly \$25,792 - \$47,242 Annually

OPENING DATE

March 29, 2006

CLOSING DATE

April 4, 2006

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

An equal opportunity employer